



REMEMBER ANY **BOOK**
FOREVER IN
30 MINUTES
WORKBOOK

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Introduction



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This workbook will take you through a simple three step process to turn your reading into a powerful piece of written work within 30 minutes. A piece of work that can increase the intelligence of your future self for many, many, years to come.

The workbook is a simplification of the most efficient and effective writing method that I have designed over 25 years (to date). It was constructed to capture all of the vital information that I learned whilst reading more than 700 books.

After reading any book, you are faced with a clear choice: (1) the feelings of being smarter, or (2) to actually become smarter.

Becoming smarter will require you to invest extra time to write down an idea, which will typically feel like a detour. But the implications are wide ranging.

Reading is just the 1st stage of the learning process. If you do not write down and reflect upon what you learn it is only a question of time before you completely forget the majority of what you learnt.

You will struggle, moreover, to combine or synthesise several different ideas easily - preventing you from smoothly creating something new and enhancing your strategic intelligence (cleverness).

Essentially, the rules for writing in a powerful way are as follows:

1. write exactly one note for each idea;
2. write as if you were writing for your future self;
3. use full sentences;
4. detail your sources so that you can easily find them again whether that be a person, the name of the book, page number, and so on; and
5. try to be as precise, clear, and brief as possible.

So, now, are you ready to begin?

3 Key Sentences or Paragraphs



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List below the three most important sentences or paragraphs that you highlighted or underlined within your book:

1.

2.

3.

Smart Learning Points (Elaboration)

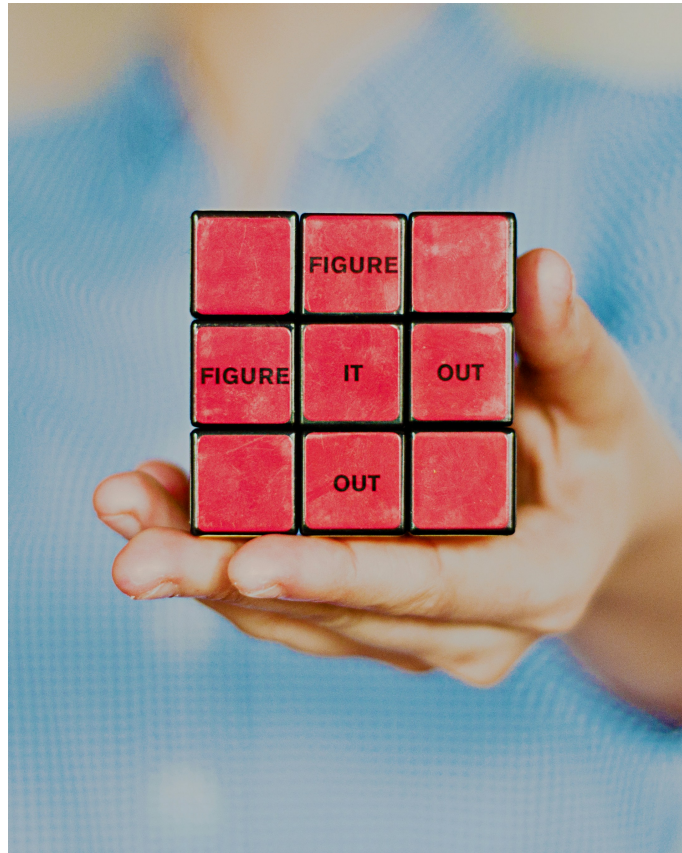


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Reflecting on your 1st sentence or paragraph (above), answer the following questions:

1. Explain how the information from this sentence or paragraph connect to your reasons for reading the text?
2. Will the information from this sentence or paragraph change your life, and if so how exactly?
3. Does the knowledge within this sentence or paragraph change your understanding of the world, and if so how exactly?

4. How can you practically apply what you learned from your sentence or paragraph to your life immediately?

Reflecting on your 2nd sentence or paragraph (above), answer the following questions:

1. Explain how the information from this sentence or paragraph connect to your reasons for reading the text?
2. Will the information from this sentence or paragraph change your life, and if so how exactly?
3. Does the knowledge within this sentence or paragraph change your understanding of the world, and if so how exactly?
4. How can you practically apply what you learned from your sentence or paragraph to your life immediately?

Reflecting on your 3rd sentence or paragraph above, answer the following questions:

1. Explain how the information from this sentence or paragraph connect to your reasons for reading the text?
2. Will the information from this sentence or paragraph change your life, and if so how exactly?

Smart Next Actions



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Reflecting on the four answers to your 1st sentence or paragraph (above), answer the following question:

Using one sentence only, what will you continue, remember, consider, or stop doing in order to practically apply the knowledge contained within your first smart learning point?

- Continue...
- Consider...
- Stop...
- Remember...

Reflecting on the four answers to your 2nd sentence or paragraph (above), answer the following question:

Using one sentence only, what will you continue, remember, consider, or stop doing in order to practically apply the knowledge contained within your second smart learning point?

- Continue...
- Consider...
- Stop...
- Remember...

Reflecting on the four answers to your 3rd sentence or paragraph (above), answer the following question:

Using one sentence only, what will you continue, remember, consider, or stop doing in order to practically apply the knowledge contained within your third smart learning point?

- *Continue...*
- *Consider...*
- *Stop...*
- *Remember...*

Conclusion



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If time permits, you may choose to reflect upon more than three, or all, of your most important highlighted sentences and paragraphs within a book using the same method. As an example, please click on [Building a Second Brain](#), which shows you a detailed book review that uses the same method,

Once you have gained substantial practice using the approach within this workbook, it will become second nature, and something that you will be able to do, increasingly, faster and better.

Digital Filing System

If you have not done so already, we strongly encourage you to create or use a digital filing system (i.e. website, blog, social media platform, note-taking and data management platform) to store and access your book reviews.

This is because the real work of all smart people is thinking. By storing all of your key ideas within a system, you will free your mind from the burden of memorising. Removing the need to remember anything will immediately increase your mental bandwidth, naturally, enhancing the quality and quantity of your thoughts.

Without a filing system of some kind, over time, the things or ideas that make a subtle difference, but have the biggest impact (80/20 Principle) - become almost impossible to detect. Having an online filing system, however, will provide you with all of the benefits of an offline system plus quick and easy access, 24 hours a day, anywhere in the world.

To learn more about digital systems, please read the following book or book review: [Building a Second Brain](#).